

Boston Borough Council Pay Policy Statement 2013

Appendix to Medium Term Financial Plan 2013/14 – 2017/18 Pay Policy Statement

This statement will be approved by the council each year annually by the end of March. Any changes to this statement or policies contained within the statement must be approved by council.

Overview

Each local authority has the autonomy to take its own decisions on pay and pay policies. The 2013 statement reflects current practice and existing policies at Boston Borough Council.

The future may require changes as we seek to modernise the way we pay and reward our workforce and because of financial pressures.

Policy Statement

We are committed to providing quality public services that provide value for money for our residents. In order to do this we must employ high quality staff and reward them appropriately and fairly. In today's challenging economic climate we must also ensure that we control our employment costs.

Remuneration of senior officers

The Chief Officer Employment Panel has traditionally made recommendations to Council on the level of remuneration to be offered to new appointees. The Panel usually considers relevant evidence in relation to other salaries at the Council, budget constraints, market conditions e.g. recruitment difficulties and rates as well as other information when reaching a decision to make a recommendation.

Full council should be offered the opportunity to vote before large salary packages are offered in respect of a new appointment. The Secretary of State considers that £100,000 is the right level for that threshold to be set. For this purpose, salary packages should include salary, any bonuses, fees or allowances routinely payable to the appointee and any benefits in kind to which the officer is entitled as a result of their employment.

Information on the remuneration of senior officers can be found in the annual statement of accounts and under the Transparency Agenda on the Councils website. Any payments made to agency or contract staff can be found under the Transparency Agenda – Payments over £250 where information is itemised monthly per supplier.

Chief Executive Remuneration

The terms and conditions of Chief Executive's are generally determined by the Joint Negotiating Committee (JNC) for Chief Executive's with variation at a local level.

We have adopted a set of local terms and conditions for the whole workforce which are supplemented by those set out for Chief Executive's under the Joint

Negotiating Committee for Local Authority Chief Executive's National Salary framework & Conditions of Service Handbook (2009).

Any benefits associated with the post are set out in the Boston Borough Council Terms and Conditions of Service 2011.

The actual salary paid to the Chief Executive is published annually in the Statement of Accounts.

The salary is a 'spot' salary which has no automatic increases except when reviewed by the Chief Officer Employment Panel who may recommend increases to council. Any such increases may be given due to exceptional performance or to retain an attractive salary package at the market rate.

Any cost of living increases are normally given after notification from the JNC once agreed at a national level. For the period 2011-2013 however local agreement on a pay freeze overrides any such notification.

The level of remuneration set for the post of Chief Executive encompasses consideration of a number of elements including the size of the organisation and the population to which services are delivered and a number of other factors including market conditions.

There are currently no provisions for bonus or performance related pay outside of the policies set out above.

Chief Officer Remuneration (including deputies)

The terms and conditions of Chief Officer's are generally determined by the Joint Negotiating Committee (JNC) for Chief Officer's with variation at a local level. We have adopted a set of local terms and conditions for the whole workforce which are supplemented by those set out for Chief Officer's under the Joint Negotiating Committee for Local Authority Chief Officer's National Salary framework & Conditions of Service Handbook (2009).

Any benefits associated with the post are set out in the Boston Borough Council Terms and Conditions of Service 2011.

The salary is a 'spot' salary which has no automatic increases except when reviewed by the Chief Officer Employment Panel who may recommend increases to council. Any such increases may be given due to exceptional performance or to retain an attractive salary package at the market rate.

Any cost of living increases are normally given after notification from the Joint Negotiating Committee (JNC) for Chief Officers once agreed at a national level. For the period 2011-2013 however local agreement on a pay freeze overrides any such notification.

There are currently no provisions for bonus or performance related pay outside of the policies set out above.

Joint Authority Duties

Where a senior officer takes up a post shared with one or more authorities the salary costs (including on costs) are to be shared with each authority. The share will depend on each circumstance and will be agreed with the relevant Chief Executives. Where additional responsibility is given an increase in pay or honoraria may be awarded to reflect the size of the additional duties. The cost of the increase is normally added to the basic salary and the total is shared between partners.

Returning Officer Fees

The fees and charges for European, UK Parliamentary and County Council elections are set by external bodies at each relevant election however, there are no express statutory provisions governing fees payable to Returning Officers for local government elections. Historically, the setting of fees for the administration of District and Parish elections have therefore been the responsibility of the Democratic Services Manager in liaison with the Returning Officer based on the Lincolnshire county wide scale of fees and reviewed on an annual basis.

The Returning Officer's fees are regarded as a special responsibility payment in relation to the independent duties carried out. They are personal to the Returning Officer and in addition to salary for performing the duties which a Returning Officer is required to perform.

Employment of officers in receipt of a local government pension scheme payment and/or redundancy/severance pay from another authority

Any appointment to a post at Boston Borough Council is made upon merit and is subject to the normal pre-employment checks undertaken for all prospective employees. Provisions relating to redundancy pay in the Redundancy Payments (Continuity of Employment in Local Government, etc) (Modification) Order 1999 still apply.

Contract for Services

All of the facts will be taken into account where a former employee is put forward or puts themselves forward for a contract for services. **Where work is sought under a contract for services from officers in receipt of severance pay from this authority each situation will be judged upon merit however such a contract would only be offered in exceptional circumstances.** Other posts may be filled under a contract for services where a business case exists for doing so. Due regard should be paid to the requirements of Her Majesty's Revenues & Customs when making any such arrangements. Any appointment will be dealt with on a case by case basis.

Workforce Remuneration

In 2003 we adopted a pay and grading structure which consists of a single pay scale with broad-banded grades ranging from Grade 1 to Grade 9 During 2002 and 2003 all posts below Chief Officer or their deputy were evaluated using the Local Government Single Status Job Evaluation Scheme (LGJES). The pay scale used is

the nationally set scale. Individual jobs are allocated a number of points following evaluation and allocated a grade according to the number of points.

Starting salaries are normally at the bottom of the relevant pay grade unless market or other relevant factors such as skills and experience exist to create a business case to pay at a higher point within the grade.

Lowest Pay

The lowest pay point in this scale is £12,145. As the national pay spine is operated this point should always be greater than the National Minimum Wage.

The Council does not set a formula for the relationship between the lowest and highest paid employees. Rather it monitors the levels of pay to ensure value for money, fair pay and market conditions.

When reviewing the current pay and grading structure a number of factors including the Living Wage should be taken into account.

Apprenticeships

The apprentice National Minimum Wage of £2.65 per hour applies to all 16 to 18 year olds and to those aged 19 and over in the first year of their Apprenticeship .

Pay multiples

The highest pay is approximately 4.13 times the mean average full time equivalent pay at the council.

The Council does not have a policy to reach a specific pay multiple across the workforce.

The use of a single pay spine and an analytical job evaluation scheme provides pay transparency across the workforce and set levels of remuneration. The same core terms and conditions of employment apply to the whole workforce regardless of seniority.

Any cost of living increases are normally given after notification from the National Joint Council for Local Government Employees once agreed at a national level. For the period 2011-2013 however local agreement on a pay freeze overrides any such notification.

Honoraria/Acting Up

Where temporary additional duties/responsibilities are given to an existing employee consideration of payment of honoraria is usually undertaken. The assessment of the exact duties/responsibilities and may be a percentage of the difference between the salary of the employee and the post that they are covering if only part of the duties are being undertaken or a full increase to a higher salary if all duties are being undertaken. Honoraria's are only to be used on a temporary basis and must be reviewed regularly to ensure appropriateness.

Special responsibility payments

Additional payments may be made in addition to basic salary for duties such as Monitoring Officer or deputy and Deputy Chief Executive. Any such payments are based upon an assessment of responsibility, market factors and/or a % of time spent on any such duties.

Pay flexibility

Where necessary the use of 'market supplements' are used to deal with any recruitment or retention difficulties. The use of such practices only applies where a business case has been prepared and signed off by the relevant director in conjunction with finance approval. Any such supplements should be reviewed annually to ensure there is still a business case to continue payment. Employment contracts should be explicit in this regard.

Early termination of employment

See the Redundancy & Reorganisation Policy and the Pensions & Retirement Policy for more information. Severance payments may be made where the decision is in the best interests of the Council. Where these are outside of the budgetary framework the appropriate approval must be sought.

Ex gratia payments

Ex gratia payments may be made in exceptional cases. The normal Council procedures relating to budgets are followed in any such cases and approval made by the Corporate Management Team.

Pension provision

All employees are eligible to join the Local Government Pension Scheme. The Scheme requires contributions from employees based up on their earnings and is currently a final salary superannuation scheme. The employer contributes a percentage of pay to the pension fund. This percentage is determined by the administering authority based upon actuarial assessments and at March 2013 is 23.2%. This may change in April 2013 following the most recent actuarial valuation due in February 2013.